

MADERA COUNTY

GROUNDS/FLOOD CONTROL MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for the maintenance, development, and upkeep of County grounds and flood control systems; to provide staff assistance in budget preparation and expenditure control; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for the County's grounds maintenance and flood control system maintenance and upkeep activities; provides supervision and training to assigned staff; assigns and evaluates staff work; assists with budget development, preparation, and expenditure control; prepares cost, time, and materials estimates for construction and maintenance projects; prepares work orders and purchases materials and supplies for assigned areas of responsibility; inspects County facilities to determine the extent of maintenance and repair work required; has responsibility for requisite spraying permits and proper handling of spraying equipment and materials; plans and designs the installation of sprinkler systems; ensures proper maintenance and upkeep of assigned equipment; oversees and assigns Trustees to work crews; inspects work in progress to ensure proper completion of job assignments; prepares reports; represents assigned functions to the public.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Design and construction of grounds and flood control systems.

Materials, methods, supplies, and equipment used in the maintenance and upkeep of grounds and flood control systems.

Operation and maintenance of motorized equipment used in grounds and flood control maintenance.

Plant and lawn landscaping, cultivation, irrigation, spraying, and fertilizing.

Pertinent Federal, State, and local laws, codes, and regulations related to the application of herbicides and pesticides.

Knowledge of:

Principles of budget development, preparation, and expenditure control.
Principles of supervision, training, and performance evaluation.

Skill to:

Operate a motor vehicle safely.

Ability to:

Supervise, assign, coordinate, and review the work of staff responsible for the development, maintenance, and repair of grounds and flood control systems.
Supervise, train, and evaluate assigned staff.
Formulate, evaluate, and make recommendations on policies and procedures effecting assigned functions.
Assist with the development and preparation of the assigned budget and control of expenditures.
Prepare comprehensive and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible work experience in the maintenance, repair, and development of parks, landscaped areas, and flood control systems including one year of supervisory experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, a pesticide applicators license issued by the State of California.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, twist, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995